

## Office Memorandum • UNITED STATES GOVERNMENT

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TO : Director of Training

Document No. DATE: 40 20 February 1958

NO CHANGE in Class.

FROM : Chief/Language and Area School

☐ DECLASSIFIED

Class. CHANGED TO: TS S G

SUBJECT: Weekly Activities Report #7

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1783

Date: 08 MAR 1978 BY: [redacted]

*Course begins 17 March; runs for 20 weeks; half-time program.*A. SIGNIFICANT ITEMS

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A  
C

The first and, so far as is known, only projected government-conducted course in SWAHILI will be initiated by OTR in about three weeks. This is offered in recognition of the growing importance of Africa, knowledge that our international competitors are preparing people in Swahili, and OTR desire to offer opportunities for training in advance of critical need. The 18 months of planning for this course was initiated in response to General Cabell's past interest in Africa and knowledge of plans to open a number of new consulates in Black Africa. It is suggested that this activity should be brought to the attention of the most senior executives of the Agency with a tactful suggestion that they may desire to state "publicly" their interest in seeing the Agency take advantage of this course.

B. OTHER ACTIVITIES

1. One Qualifications Review and Placement Panel is scheduled to meet this week to discuss another "too late and too soon" case for Greek training that cannot be provided by any scheduled courses because of restrictions imposed upon us by scheduling. Requested funds, that one month's prior planning would have made unnecessary, are, initially, \$900 — and this for training that we can endorse only with reservations.

2. C/LAS, DC/LAS, Coordinator of Language Training, Lab Supervisor, and others were on hand Monday to handle arrangements for directed and voluntary classes and the laboratory required by the "snow crisis." 21 out of 25 were on hand Wednesday.

3. When the recent snowstorm hit Washington, it became quite a problem to inform the 320 students enrolled in the Voluntary Language Training Program that classes were cancelled until Thursday. Several students and instructors beat their way through the snow drifts to the gates of Quarters Eye on Monday morning to attend classes as usual. On Monday, [redacted] called the 47 instructors, the great majority of whom were at home, and the instructors in turn were asked to notify their students that classes had been cancelled. Almost all the instructors had been reached by mid-afternoon Monday. For the speedy notification of students in future emergencies, which will require cancellation of classes, instructors will be asked to obtain the home phone numbers of their students as a first order of business when a new class begins.

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W 4. As of Thursday, 20 February, the Voluntary Language Training Program consists of 48 classes. A new French 103 class was formed in order to split the existing French 103 class, which had an enrollment of 12 students (by the seventh week of the current trimester none of the students had dropped out, as usually is expected) and to accommodate 3 students enrolled in a French 102 who were far too advanced for their class.

W 5. The Norwegian test was given for eight people on 6 February. This is the first test in the new standard format given under the Language Development Program.

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